

STAGE MANAGER'S GUIDE

THE UNITED STATES AIR FORCE
BAND OF FLIGHT

NIGHT FLIGHT

In the near future, The United States air Force Band of Flight Night Flight Jazz Ensemble will be performing in your auditorium. As Stage Manager, we will need your experience and expertise to make the performance an enjoyable one for our audience and to give the band members a professional atmosphere in which to perform.

This guide outlines our minimum staging requirements. However, we realize that not all concert sites will meet every criterion, and can usually work out alternatives when necessary. If you have any problems or questions, please feel free to contact either the concert sponsor, or the band performance coordinator at (937) 257-6528 or FAX (937) 257-3048.

STAGE REQUIREMENTS

1. **Dimensions:** The band requires a **minimum** performing area 40 feet wide by 30 feet deep.
2. **Electrical outlets:** In order of precedence, the band requires one of the following electrical schemes:
 - ♦ 100 AMP single or 3-phase service entrance box.
 - ♦ 30 or 50 AMP 208 or 220 volt wall receptacle.
 - ♦ 20 or 30 AMP 110 volt wall receptacle.
3. **Stage Cleaning:** The stage should be cleared and cleaned **prior** to the arrival of the band to avoid conflicts with the band's set-up crew. The crew will begin setting up approximately two to three hours prior to the concert.
4. **Chairs:** The band needs 20 chairs without arms, to be arranged by band personnel. Please have chairs on the stage when the set-up crew arrives.
5. **Symphony shell:** May be used if available. Please check with the band performance coordinator prior to performance day.

STAGE LIGHTING REQUIREMENTS

1. **Lighting Engineer:** The lighting operator should meet with band performance coordinator approximately three hours prior to the concert to discuss lighting requirements.
2. **Stage lights:** White overhead lighting should be bright enough to read newspaper-sized print without difficulty. Lighting intensity should be equal on all parts of the stage. If light is insufficient, colored gels or bulbs should be replaced with standard clear or white **prior** to the band's arrival. Footlights are not needed.
3. **Spotlights:** Follow spots will be used if they are available. Their use will be discussed with the lighting engineer when the band arrives for set-up. The band will not provide follow spots or spot operators.
4. **House-lights:** House lights should be dimmed during performance. Cues will be discussed during set-up.

***NOTE: OPERATORS MUST BE PROVIDED
FOR ALL PARTS OF THE LIGHTING SYSTEM.***

AUDIO SYSTEM REQUIREMENTS

Night Flight Jazz Ensemble carries it's own audio system and will not normally need support in this area. The bands performance coordinator, group NCOIC, and audio technician will determine if and when audio reinforcement systems may be used.

DRESSING, WARM-UP, STORAGE ROOMS & RESTROOMS

Separate changing facilities are needed for approximately twenty men and two women. These rooms should have chairs, clothing racks or hooks from which to hang uniforms, and full-length mirrors. Windows should have working shades or blinds, and windows in doors should be papered over or blocked. Signs for all dressing room doors are included in this guide; please place them accordingly. **The dressing rooms must be locked when not occupied by band members, and the performance coordinator provided the key.**

A large room should be provided **out of hearing range of the stage** for the musicians to warm up their instruments and use as a storage area for empty cases, etc. As with the dressing rooms, these rooms should either be locked or otherwise secured when not occupied by band members.

One men's and one women's restroom should be provided or marked for use only by the musicians.

SET UP AND PERFORMANCE SCHEDULE

The loading and set-up crews and the performance coordinator will arrive approximately three hours before the concert. The stage (with chairs), dressing, warm-up, and storage rooms should be available at this time. The performance coordinator will discuss follow spot use and other pertinent subjects with the stage manager upon arrival.

THANK YOU FOR YOUR ASSISTANCE!